

**Voluntary Buyout Program  
BUSINESS JUSTIFICATION  
Department of Correction**

**I. Executive Summary**

We have identified the Operations Division and the Tennessee Correction Academy as VBP-eligible for the following reasons:

The Operations Division has a need to align staffing in three key areas in order to support the agency's mission.

The Tennessee Correction Academy (TCA) has three areas that have duties that can be absorbed by other staff. This is part of an initial reorganization and alignment of roles and responsibilities of the training and management team.

**Note:** This agency plan identifies positions that the Department presently believes need to be eliminated, or relocated, or reclassified downward (to a lower pay level), or reclassified upward, regardless of whether VBP-eligible employees elect the VBP. No position eliminations, relocations or reclassifications will occur until after VBP participants have separated from employment on July 31, 2015. Any position eliminations or the like will be conducted in accordance with State law, including notice requirements.

**II. Business Justification and Assessment**

The Operations Division has three classifications to be considered for a total of 28 positions:

**1)** There are nine (9) Correctional Teacher Supervisor positions within the agency. The current Correctional Teacher Supervisor responsibilities overlap with the Correctional Principal, resulting in a redundant line of education supervision. Accredited school systems must have principals, but teacher supervisors are not necessary. These positions would be better utilized as Vocational Instructors and Correctional Teachers. The staff realignment in this area would provide the opportunity to remove a layer of unnecessary supervision and replace with positions that offer vocational programming to offenders prior to release. Realigning these positions not only provides a cost savings, but also refocuses staff resources to address one of the critical elements of the correctional field, offender rehabilitation. In this area, if eligible individuals do not apply for the buyout, all positions will be reclassified to lower graded Vocational Instructors and Correctional Teachers positions. No position reclassification will occur until after VBP participants have separated from employment on July 31, 2015. Any position reclassification and the resulting impact on employees holding the Correctional Teacher Supervisor positions to be reclassified, which may ultimately include reassignment or layoffs, will be conducted in accordance with State law, including notice requirements.

2) There are sixteen (16) Correctional Classification Coordinators within the agency. The duties of the Correctional Classification Coordinators are very similar to the Chief Counselor positions and Correctional Counselor 3 positions within the agency. The department is also in need of Psychiatric Social Workers to provide similar services to offenders under community supervision. Realignment fourteen (14) of the Correctional Classification Coordinator positions with Correctional Counselor 3 and Psychiatric Social Worker positions would allow the department to support the agency's mission by providing a continuity of services in the community and additional programming within our prisons. Additionally, realigning two (2) of the Correctional Classification Coordinator positions with Correctional Program Director 1 and 2 would allow the Central Office to provide oversight, and coordinate and manage offender movement within the TDOC. This realignment and staff adjustment directly supports the department's seamless supervision model by enhancing offender treatment and supervision both in the prisons, as well as in our communities. In this area, if the eligible individuals do not apply for the buyout, all positions will be reclassified to Correctional Counselor 3 (lateral), Psychiatric Social Worker (higher grade), and Correctional Program Director 1 (lateral) and 2 (higher grade) positions. No position reclassification will occur until after VBP participants have separated from employment on July 31, 2015. Any position reclassification and the resulting impact on employees holding the Correctional Classification Coordinator positions to be reclassified, which may ultimately include reassignment or layoffs, will be conducted in accordance with State law, including notice requirements.

3) There are three (3) Correctional Program Director 1 (Commissioner's Designee only, the remaining Program Director 1 positions are not impacted) positions within the agency. These positions, along with the three (3) Contract Monitor positions, oversee the department's interest within the CCA facilities. By realigning the three (3) Correctional Program Director positions, the department would assign a Correctional Administrator to provide a layer of administrative oversight for the four CCA facilities. Non-supervisory responsibilities of the Commissioner's Designee position which could not be assumed by the Correctional Administrator would be absorbed by the Contract Monitors. By providing a level of administrative oversight by the Correctional Administrator, the department's interest will be better served by increasing accountability and ensuring consistency in operational policies and procedures, which enhances the department's core mission of ensuring public safety. In this area, if the eligible individuals do not apply, all positions will be reclassified. One will be reclassified to the Correctional Administrator position (higher grade), and two will be reclassified to Executive Administrative Assistant 2 (higher grade). No position reclassification will occur until after VBP participants have separated from employment on July 31, 2015. Any position reclassification and the resulting impact on employees holding the Correctional Program Director 1 (Commissioner's Designee) positions to be reclassified, which may ultimately include reassignment or layoffs, will be conducted in accordance with State law, including notice requirements.

The Tennessee Correction Academy has three areas that include six classifications to be considered, for a total of 13 positions:

**1)** There are three (3) Custodial Worker 1 positions and three (3) Custodial Worker 2 positions on the custodial team at TCA responsible for cleaning and maintenance of the facility. These duties will be performed by adding additional work crew members to the current outside maintenance crew that works the TCA site on a weekly basis. The smaller workforce will result in payroll savings. The Custodial Worker Supervisor position would remain to provide supervision and management of cleaning services. This change will align TCA with other TDOC custodial services to include Central Office and office space at the Tennessee State Prison. In this area, if the eligible individuals do not apply for the buyout, positions will be abolished in the future. No position elimination will occur until after VBP participants have separated from employment on July 31, 2015. Any position elimination and the resulting impact on employees, which may ultimately include reassignment or layoffs, will be conducted in accordance with State law, including notice requirements.

**2)** There are four (4) Correctional Academy Instructor 2 positions at TCA. The Instructor 2s perform class instruction, assist in curriculum evaluation, and supervise the Instructor 1s. The instruction area of TCA will be reorganized to align all instructors under the Director of Training and redistributing current teaching responsibilities. This will combine the instructors under a single Training Director allowing for more consistency and efficiency of management. The reorganization of the Instructor 2 positions will allow for a position to focus on the law enforcement element of current TCA offerings for Field Services and Office of Investigations and Compliance and will also free resources to support the regional training program the agency is currently in the process of designing. In this area, if eligible individuals do not apply, all positions will be reclassified. One will be reclassified to the Law Enforcement Coordinator (lateral) position, and three will be reclassified to Correctional Academy Instructor 1 (lower grade) positions. No position reclassification will occur until after VBP participants have separated from employment on July 31, 2015. Any position reclassification and the resulting impact on employees holding the Correctional Academy Instructor 2 positions to be reclassified, which may ultimately include reassignment or layoffs, will be conducted in accordance with State law, including notice requirements.

**3)** There are two (2) Training and Curriculum Director positions that supervise the Instructors and the administrative support staff. The Director 2 has four direct reports and the Director 1 has fifteen direct reports. It is our intent to reorganize and remove a layer of management and offer the buyout to the Training and Curriculum Director 1 position. The Training and Curriculum Director 2 position would assume all supervisory and management duties for the training instructor team. Additionally, the Administrative Services Manager and the Correctional Compliance Manager positions will be included in the buyout as a part of the reorganization of TCA. Existing Security Guard and Correctional Sergeant positions supervised by the Correctional Compliance Manager will be reclassified to Property Officers, Procurement Officers, and Storekeepers. The Correctional Compliance Manager position would then be reclassified to an ASA4 with

some different responsibilities. The Administrative Services Manager would be reclassified to an ASA5 with some different duties. Neither the CCM nor the ASM positions are correctly classified considering duties performed and duties TCA desires these positions to perform. In this area, if the eligible individuals do not apply for the buyout, the Training and Curriculum Director 1 position will be abolished, the Correctional Compliance Manager position will be reclassified as an ASA4 (higher grade), and the Administrative Services Manager will be reclassified to an ASA5 (lower grade). No position abolishment or reclassification will occur until after VBP participants have separated from employment on July 31, 2015. Any position abolishment or reclassification and the resulting impact on employees holding the these positions, which may ultimately include reassignment or layoffs, will be conducted in accordance with State law, including notice requirements.

In each area where positions are reclassified the new positions will be filled in accordance with State law. Employees currently holding positions that are reclassified may or may not be eligible for or be placed in those newly classified positions. In each area, the persons that do not accept the Voluntary Buyout may be subject to reassignment or a Reduction-in-Force in accordance with State law, including notice requirements.

Estimated Net Cost Savings

See financial spreadsheet.

### **III. Justification for Eligibility Appendix**

The 2015 Program Document provides that designated Executive Branch employees must be actively employed in a full-time position as of May 26, 2015, and must have at least five (5) years of service as of that date, in order to be eligible for the VBP. The Department of Correction accepts this provision for the VBP-eligible employees.

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Commissioner

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Date